



COMDTINST 1100.5  
MAR 3 1993

## COMMANDANT INSTRUCTION 1100.5

Subj: Coast Guard Reserve Enlistment Program (RK)

Ref: (a)CG Recruiting Manual, COMDTINST M1100.2B

(b)Reserve Administration and Training Manual, COMDTINST  
M1001.27A

1. PURPOSE. This Instruction outlines procedures for implementing the revised Coast Guard Reserve Non-prior Military Service Enlistment Program (NPMS) RK.
2. DIRECTIVES AFFECTED. References (a) and (b) will be changed to reflect revised RK recruiting and training procedures.
3. DISCUSSION.
  - a. The goal of the RE program is to produce Reserve petty officers to fill pre-assigned and prioritized Selected Reserve (SELRES) contingency billets.
  - b. The RK program is a guaranteed Class "A" school program designed to accommodate students, ages 17 through 27 (inclusive) but not to have reached their 28th birthday prior to enlistment. Assignment of Class "A" schools and reserve unit drill locations will be made at time of enlistment based on Contingency Personnel Allowance List (CPAL) billets. The assignment of a Class "A" school quota at the time of enlistment is a significant departure from the current RK recruiting process. It requires that recruiters thoroughly explain the ratings/Class "A" school quotas available to prospective RKs so that they can make the most informed career decision possible.

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- c. Initial Active Duty Training (IADT) is split phased between two (2) consecutive summers. Phase I is recruit training and Phase II consists of mandatory Class "A" school attendance. Between Phase I and II, RKs will participate in periods of Inactive Duty Training (IDT).
- d. Phase I must Commence within 180 days of enlistment and will consist of recruit training, duration of approximately ten (10) weeks, normally during the first summer after enlistment. After completion of Phase I, RKs will be RELAD to their Reserve unit.
- e. The period between Phase I and Phase II is RK Interphase. The primary purpose of this training period is to advance the RK to E-3 prior to attending Class "A" school. The secondary purpose is to continue to familiarize the RK with their assigned rating and the Coast Guard. During Interphase, RKs are assigned to TRA/PAY CAT B. Participation standards are in accordance with reference (b). Commanding officers will assign RK Coordinators to each RK to ensure successful mentoring. Enclosure (1) contains detailed Interphase procedures. Enclosure (2) is the Interphase Training Schedule which should be used to ensure that RKs achieve Interphase performance and training objectives. District commanders (r) may alter the schedule to meet location need. Failure to participate satisfactorily during Interphase may result in discharge.
- f. Phase II consist of attendance at the Class "A" school for which the member was recruited. RKs must earn a high school diploma prior to attending Class "A" school. Successful completion of Class "A" school is **mandatory**. Failure to complete Class "A" school within two (2) years from the date of graduation from recruit training will result in action in accordance with Chapter 4 of reference (b). District commanders (r) will consider a waiver of this requirement and allow the RK to continue IDT at the assigned CGRU, if circumstances legitimately prohibited the RK from attending Class "A" school or if failure to complete the school was through no direct fault of the member. Lack of aptitude or motivation to complete training within normal limits will not be justification for a waiver.
- g. In compliance with current laws governing the SELRES Montgomery GI Bill (MGIB) program, RKs must meet the following requirements to become eligible for Chapter 106 educational benefits:

- (1) Satisfy the requirement for a high school diploma and then successfully complete Phase I of IADT. MGIB date of eligibility is the date the RK who is a high school graduate completes Phase I.
- (2) High school juniors who enter the RK program must successfully complete Phase I, high school **and** Phase II to establish MGIB eligibility. MGIB date of eligibility is the date Phase II is successfully completed. **NOTE:** RKs will **NOT** be allowed to attend Phase II training until they have fulfilled the requirement for a high school diploma.

4. PROCEDURES.

- a. Annually, NLT 30 NOV, district commanders (r) will identify and communicate to Commandant (G-RSP), an estimate of their following year's Reserve accession requirements by rating. Districts should consider mobilization/contingency preparedness and the ability to provide quality training in determining their need.
- b. Annually, NLT 30 JAN, Commandant (G-RSP), in consultation with Commandant (G-RST) and based on district (r)'s inputs and service requirements, will establish the number of Reserve accessions--by district, rating and program type (i.e. RK, RX etc.)--for the next FY and provide this information to Commandant (G-PRF) and (G-PRJ).
- c. Annually, NLT 15 FEB, Commandant (G-PRJ) will inform regional recruiting commands of the authorized numbers of RK accessions/Class "A" school quotas by rating and location. Commandant (G-RSP) will monitor RK accession/district needs and provide Commandant (G-PRJ) with quarterly updates to ensure that RK recruiting efforts are consistent with changing CPAL or district needs.
- d. Applicants for the RK program must meet all requirements for enlistment in a Coast Guard Reserve IADT program, Article 4-D-1 of reference (a) and the following special requirements:
  - (1) Applicants must be full-time students, high school juniors/seniors, college or vocational, who would be excluded from other accession programs due to time constraints.

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- (2) Applicants must meet the enlistment score and physical requirements of Article 3-A-10 of reference (a) and the prerequisites for the Class "A" school/CPAL billet for which they are being recruited. Applicants will not be accepted into the RK program unless they are qualified for and received a guaranteed Class "A" school quota.
  - e. Regional recruiting commands will notify the applicable district commander (r) by E-Mail or letter that an RK billet has been filled and that the RK has been assigned to a particular CGRU. Persons who meet the RK program eligibility requirements and are enlisted into the Coast Guard Reserve will be assigned a PMIS training rating indicator by district commanders (r) consistent with the CPAL billet and Class "A" school for which the member was recruited.
  - f. Regional recruiting commands, TRACENs and district commanders (r) will notify, via message traffic, Commanders (G-PRJ)/(G-RST), info Commandant (G-RSM) and (G-RSP) of any guaranteed Class "A" school quotas cancelled due to the discharge/unavailability of an RK.
  - g. RKs are not authorized to apply for enlistment in the active component without the approval of Commandant (G-PRJ) and (G-RSP). RKs who desire to enlist in the active component shall submit a request via the chain of command to Commandant (G-RSP).
  - h. Regional recruiting commands and recruiting offices are expected to maintain a dialogue with district commanders (r) to facilitate the recruiting and assignment of RKs to Reserve units where quality rate, mobilization/contingency billet or augmentation training opportunities exist. Other considerations include the geographic proximity of the RK to the Reserve/active component unit where augmentation training is available.
5. ACTION. Area and district commanders, commanding officers of regional recruiting commands, officers-in-charge of

(cont.) recruiting offices and commanding officers of reserve units shall ensure that all cognizant personnel are made fully aware of the contents of this Instruction.

/s/ J. W. LOCKWOOD  
Chief, Office of Readiness and Reserve

Encl: (1) Unit Level Guide for RK Program Management  
(2) Interphase Training Schedule

## **UNIT LEVEL GUIDE FOR RK PROGRAM MANAGEMENT**

### **1. RU Commanding Officers (RUCOs).**

a. Designate, in writing, an RK Coordinator (RKC) for each RK assigned to the unit. The position should be included in the unit organization manual. The member selected to be the RKC should be a dedicated and motivated chief or senior petty officer who is sincerely interested in functioning as a mentor for newly enlisted personnel. To the extent possible, the RKC should be in the RK's selected rating. The RKC should be the model of military bearing and achievement. RUCOs should also consider augmenting the efforts of the CGRU RKC's with additional mentors drawn from augmented active duty units.

b. Ensure that RKs participate satisfactorily in accordance with reference (b) and complete the training objectives listed in the Interphase Training Schedule (enclosure (2)).

### **2. RK Coordinators (RKC's).**

a. Establish individual career development plans for each RK.

b. Ensure that each RK is fully briefed and is totally cognizant of the following:

- (1) Chain of command/unit table of organization
- (2) Drill schedule/participation standards
- (3) Mobilization orders and their meaning
- (4) Selected Reserve Educational Assistance Program
- (5) Performance evaluations
- (6) Advancement/SWE system
- (7) GLI options/coverage
- (8) Exchange/commissary privileges
- (9) DEERS enrollment (if applicable)
- (10) Space available travel regulations
- (11) UCMJ
- (12) RK Program-Phase II Orientation

c. Ensure that RKs are enrolled in the MRN-E3 and the SN/FN CG Institute correspondence courses. Monitor, on a monthly basis, course completion progress. RKs will complete correspondence

(cont.) courses/EPCTs within seven (7) months of receipt of materials (Extensions are authorized, but not encouraged, and should rarely be granted by the RUCO.). Additionally, RKC's will ensure that RK's complete all SN/FN/MRN-E3 Performance Qualifications prior to the completion of RK Interphase.

d. Counsel any RK who does not make satisfactory progress towards completion of the RK Interphase Training Schedule. (enclosure 2). Lack of motivation or response to counselling will be reported via the chain of command to the unit commanding officer. Reference (b) provides guidance on compliance measures.

e. Schedule visits to CG Groups, Stations and marine safety related units, as appropriate for each RK's selected rating. RKC's will accompany RK's during these familiarization orientations to ensure the maximum value of the visit is obtained by the RK's.

f. Present opportunities for RK's to complete periods of OJT for the CPAL billet to which they are assigned. In addition to the scheduled activities on enclosure (2), ensure RK's have the opportunity to spend IDT periods "on-watch" with qualified watchstanders if appropriate for their selected ratings.

g. Ensure administrative matters for assigned RKS are resolved (i.e. pay, records of emergency data, etc.).

h. Ensure that necessary paperwork is submitted for RK's who

2. will require security clearances for attendance at "A" school.

Enclosure (2) to COMDTINST 1100.5

### **RECOMMENDED INTERPHASE TRAINING SCHEDULE**

<b>SEPTEMBER</b>	Day 1	Orientation and administrative check-in. Submit security clearance paperwork—if required for attendance at "A" school.
	Day 2	Career development counselling. Review lessons learned from recruit training. Discuss Phase II. Order MRN-E3/SN/FN courses from the CG Institute.
<b>OCTOBER</b>	Day 1&2	CG small boat and small boat station orientation. Begin work on SN/FN Performance Qualifications.
<b>NOVEMBER</b>	Day 1	Overview of CG air operations/AIRSTA visit.
	Day 2	Performance Qualifications/Billet OJT.
<b>DECEMBER</b>	Day 1	All-hands training.
	Day 2	Seamanship/Performance Qualifications.
<b>JANUARY</b>	Day 1	MNR/Small arms training.
	Day 2	Marlinspike seamanship/Performance Qualifications.
<b>FEBRUARY</b>	Day 1	MRN/First Aid.
	Day 2	Successfully pass MRN-E3, SN/FN EOCTs.
<b>MARCH</b>	Day 1	MRN/Damage Control
	Day 2	Performance Qualifications/Billet OJT.
<b>APRIL</b>	Day 1	Visit Marine Safety related unit.
	Day 2	Complete Performance Qualifications. EOCT re-tests if required.
<b>MAY</b>	Day 1&2	Preparation for Phase II--discuss "A" school with recent graduates, ensure orders and travel plans complete. End Interphase.